

This job aid provides information for using FPMT to add a new subscription-based information technology arrangement (SBITA), which is entered as a new lease contract for other assets.

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## Overview

Step	Action	Additional Information
1	Search other asset	Use the search option to confirm the other asset does not already exist in FPMT.
2	Add other asset	Use the search option to find your agency so that you can add the other asset from the agency menu options.
3	Add new lease contract	Use the search option to find the other asset so that you can add a new lease contract.
4	Add lease payment	Use the other asset lease contract menu to add lease payment information.
5	Add lease option	Use the other asset lease contract menu to add lease option information.

### Prerequisites:

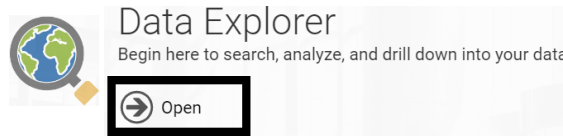
- ✓ You need a copy of the contract for the subscription-based information technology arrangement so that you can provide required information.

## Search New Other Asset

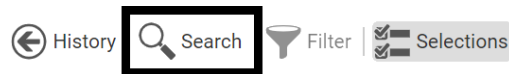
Use the search option to confirm the other asset does not already exist in FPMT.

- ✓ If the other asset already exists in FPMT, review the information so that you do not add duplicate information.

**1. Select:** Open.



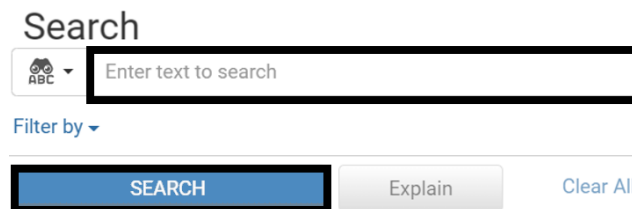
**2. Select:** Search.



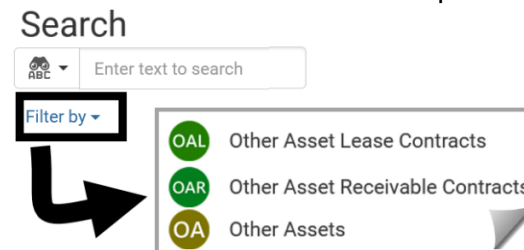
**3. Input:** Search criteria.

**4. Select:** Search.

→ FPMT will display additional options depending on your search criteria.



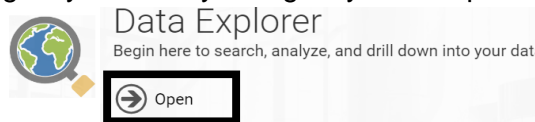
→ You can also use other filter options to search for the other asset.



## Add New Other Asset

Use the search option to find your agency and use your agency menu options to add a new other asset.

**1. Select:** Open.



**2. Select:** Search.



**3. Select:** Filter by.

**4. Select:** Agencies.

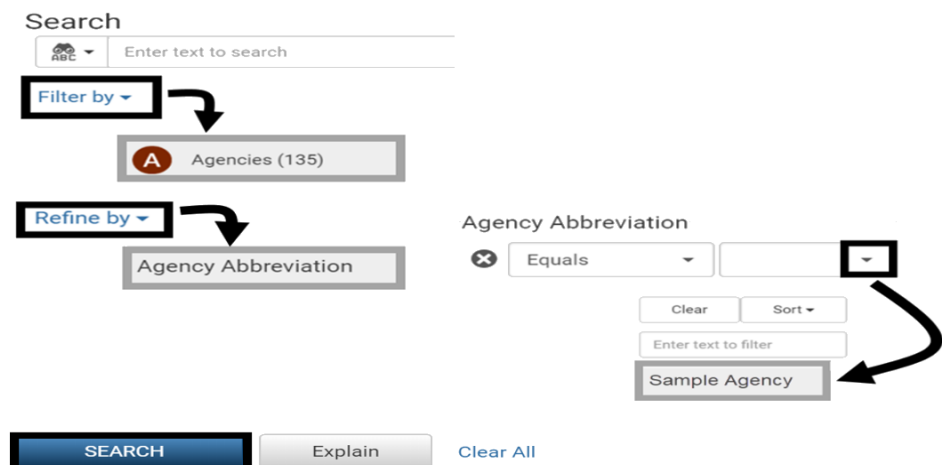
**5. Select:** Refine by.

**6. Select:** Agency abbreviation.

→ FPMT will display additional options depending on your search criteria.

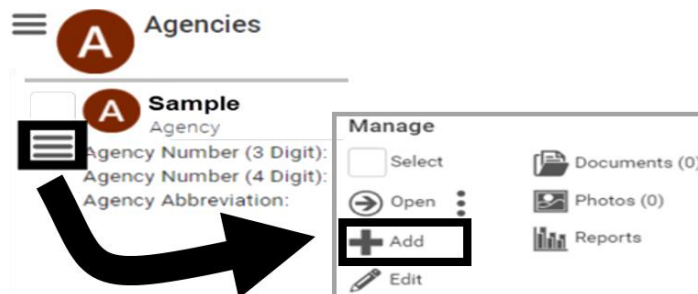
**7. Select:** Your agency.

**8. Select:** Search.

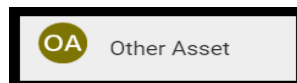


**9. Select:** Menu.

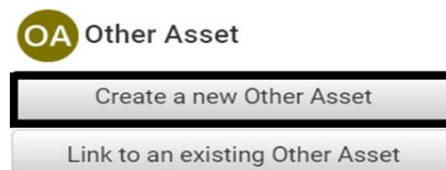
**10. Select:** Add.



**11. Select:** Other asset.



**12. Select:** Create a new other asset.



**13. Input: Name.**

→ Use agency SAAM abbreviation - agency assigned common name. For example, DSHS - HQ Copy Machines.

- Description is optional.

✓ Advanced Mode

← Other Asset Properties

Name

Description

**14. Select: Asset type.**

→ Software

**15. Input: Asset common name.**

→ Use common asset name or description as assigned by your agency.

- Serial number is optional.

Asset Type

Asset Common Name ?

Serial Number ?

Equipment  
Vehicle  
Software  
IT Hardware  
Other

*Note:* If the SBITA has a tangible asset, and the contract price can be allocated between the tangible asset and the software, then the tangible asset will need to be entered as a separate Other Asset and its own lease contract.

**16. Select: Ownership type.**

→ Leased.

Ownership Type

Owned - Asset that is owned by a state agency.  
Leased - Asset that is contracted for by the state through a lease or related document.  
Other - Asset that is used by the state, but is not owned or leased.

- Address information is optional for new other asset.

→ If you select out of state, input the city name in the city -out of state field.

- Legislative district is optional for new other asset. If you do not know the legislative district, use the district finder on the [legislature site](#).

Primary Address ?

Secondary Address ?

Alternative Address ?

Legislative District

City

City - Out of State ?

County

Zip Code

Zip +4

State

Country

**17. Select: Save and close.**

→ FPMT will add the new other asset.

← Agency To Other Asset Link Properties

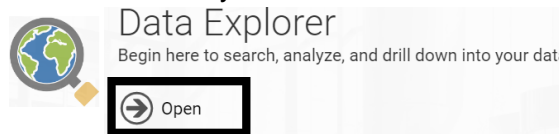
← Agency Properties

SAVE AND CLOSE Cancel

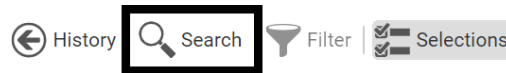
## Add New Lease Contract

Use the search option to find the other asset so that you can add the new lease contract.

**18. Select:** Open.



**19. Select:** Search.



**20. Select:** Filter by.

**21. Select:** Agencies.

**22. Select:** Refine by.

**23. Select:** Agency abbreviation.

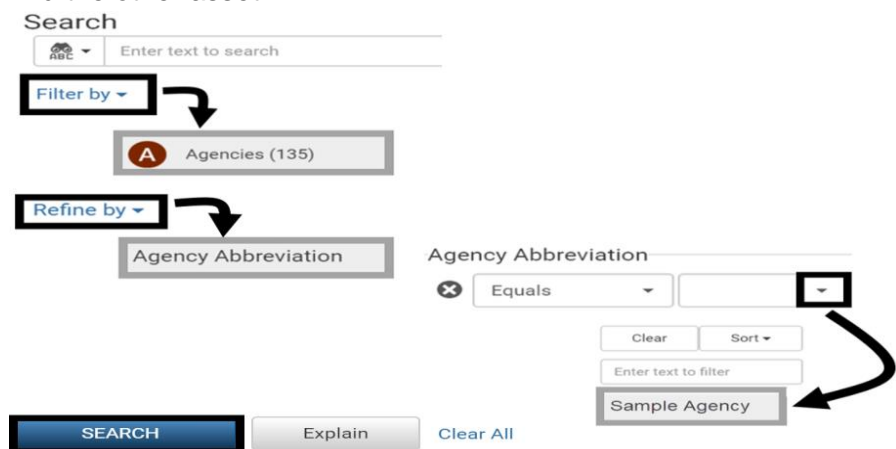
→ FPMT will display additional options depending on your search criteria.

**24. Select:** Your agency.

**25. Select:** Search.

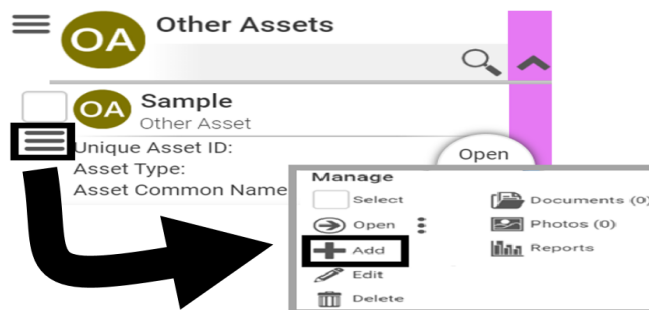
**26. Select:** Open.

In this example, we use search tools to filter by agency and refine by agency abbreviation. You can also use other search and filter options to find the other asset.

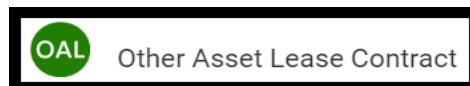


**27. Select:** Menu.

**28. Select:** Add.



**29. Select:** Other asset lease contract.



**30. Select:** Create a new other asset lease contract.



☒ Advanced Mode

**31. Input: Name.**

→ Use contract number for the name.

- Description is optional.

Other Asset Lease Contract Properties

Name

Description

**32. Input: Lease number.**

→ Use contract number.

Lease Number

**33. Input: Lessor.**

→ Use vendor's name as stated on the agreement.

Lessor ?

**34. Select: Lease type.**

→ Lease

Lease Type

**35. Input: Lease (contract) executed date.**

→ Use date the last party signed the agreement.

Lease Executed Date ?

Lease Start Date

Lease End Date

Note: If the SBITA started prior to 6/30/2022, enter 7/1/2022 as the start date. Only payments on or after 7/1/2022 will be used to calculate the liability and asset.

**38. Select: Variable payments.**

→ Does the contract include variable payments based on future performance of your agency, usage of the asset, or number of users? If yes, provide description (basis, terms, conditions).

Variable Payments

Description of Variable Payments

Note: These variable payments should be coded to EY/Y203 as they are paid.

**39. Select: Capitalized.**

→ Will this SBITA be capitalized?

Capitalized ?

Note: If FPMT will be sending accounting entries to AFRS, the answer is always Yes. FPMT will send the same entries for all software contracts where Manually Record Accounting Entries equals no. It will record the subscription asset and subscription liability and related subsequent entries.

**40. Input:** Initial direct costs.  
→ Enter any capitalizable implementation costs accumulated in Construction in Progress (GL 2510).

Initial Direct Costs ?

**41. Input:** Asset useful life. (in years)  
→ Must provide value if useful life is less than the subscription term.

Asset Useful Life ?

**42. Input:** Interest rate if known.  
→ Use interest rate if stated in contract or incremental borrowing rate for college or university.

Interest Rate if Known ?

→ If you leave this field blank, the state's incremental borrowing rate will be used for the interest rate.

**43. Select:** Manually record accounting entries.  
→ Will accounting entries be recorded manually in AFRS?  
✓ If yes, FPMT will not send any transactions to AFRS for this contract.  
✓ If no, select master index if total lease payments are over threshold and provide information for accounting reference.

Manually Record Accounting Entries ?

Master Index ?

Master Index Title ?

Accounting Reference ?

**44. Select:** Vendor number.  
→ Vendor number is required if you selected 'no' for manually recording accounting entries.  
→ Vendor name and address will be updated nightly in FPMT from the statewide vendor table.

Vendor Number ?

Vendor Number Suffix ?

Vendor Name ?

Vendor Address 1 ?

Vendor Address 2 ?

Vendor Address 3 ?

Vendor City ?

Vendor State ?

**45. Select:** Save and close.  
→ FPMT will add the contract information.

← Other Asset To Other Asset Lease Contract Link Properties ▼

← Other Asset Properties ▼

SAVE AND CLOSE

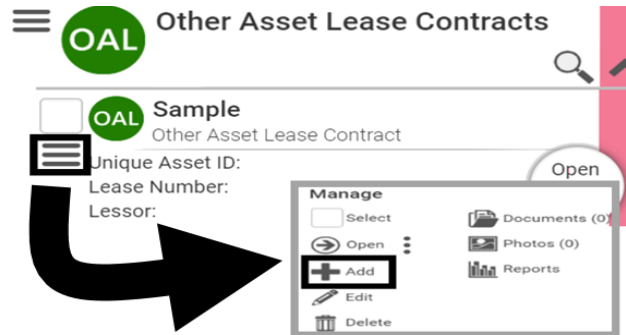
Cancel

## Add Lease Payment

Use the other asset lease contract menu to provide payment information for the new lease.

- ✓ If the SBITA has more than one payment, add each payment separately. All payments can have an active status (FPMT reports will pull data based on the run date of the report).
- ✓ Only enter payments that started on or after 7/1/2022 for contracts that started prior to 6/30/2022.

- Select:** Menu.
- Select:** Add.



- Select:** Lease payment.



- Select:** Create a new lease payment.



- Input:** Name.  
→ Use payment type - payment series number (payment type dash payment series number).  
→ Description is optional.

Name

Description

- Input:** Payment series number.  
→ Use sequential numbers for payment series (1, 2, 3, etc.).
- Select:** Payment frequency.
- Select:** Payment type.
- Input:** Payment amount.


Payment Series Number

Payment Frequency

Payment Type

Payment Amount

- Input:** Index rate.  
→ If there is a payment that increases based on an index or rate, enter the index or rate in effect at lease commencement.

Index Rate 



**11. Input:** Payment start date.  
→ Must be no earlier than 7/1/2022.

Payment Start Date

Payment End Date

*Note: If the SBITA started prior to 6/30/2022, enter 7/1/2022 as the start date. Only payments on or after 7/1/2022 will be used to calculate the liability and asset.*

**12. Input:** Payment end date.

**13. Select:** Day payment initiated.  
→ Select the day FPMT should send the payment transactions to AFRS.

Day Payment Initiated ?

- Hold payments is optional. If Hold payments = yes, FPMT will send all accounting transactions except the payments (event types 4 and 5), which includes the payments and the reduction of the liability

Lease Payment Status

Hold Payments

Comment

- Comments are optional.

**14. Select:** Save and close.

→ FPMT will add the payment information.

Other Asset Lease Contract To Lease Payment Link Properties

Other Asset Lease Contract Properties

SAVE AND CLOSE

Cancel

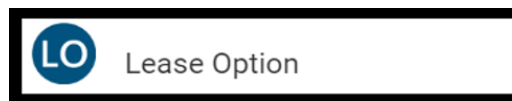
## Add Lease Option

Use the other asset lease contract menu to provide lease option information for the new lease.

1. **Select:** Menu.
2. **Select:** Add.



3. **Select:** Lease option.



4. **Select:** Create a new lease option.



5. **Input:** Name.  
→ Use option type - option number (option type dash option number).  
→ Description is optional.  
→ FPMT will assign a lease number.

Name

Description

Lease Number 

6. **Input:** Option number.  
→ Use option number in the order it appears in the lease contract (1, 2, 3, etc.).
7. **Select:** Option type.
8. **Input:** Option description.  
→ Option date is optional.

Option Number

Option Type

Option Description

Option Date

**9. Select:** Lease option status.  
→ Status should be active when adding new lease option.

**10. Select:** Reasonably certain option will be exercised.  
→ This will determine if the payment is included in lease liability and lease asset calculations.

✓ If yes, and option type is purchase, the exercise price of the purchase option will be required.  
→ Comments are optional.

**11. Select:** Save and close.  
→ FPMT will add the option information.

Lease Option Status

Active

Reasonably Certain Option Will Be Exercised ?

Exercise Price ?

Comment

← Other Asset Lease Contract To Lease Option Link Properties ▼

← Other Asset Lease Contract Properties ▼

SAVE AND CLOSE

Cancel